

Florida Gardens Baptist Church Event Planning Sheet

In an effort to become more efficient in our events as a church, this sheet must be filled out and approved before any event can be calendared and occur at FGBC.

- 1) Date and time of the Event:**

- 2) If Event is ongoing, what is the expected length of Event (i.e. 6 week Bible study):**

- 3) Event Coordinator/Committee(s) Responsible for the Event:**

- 4) Place of / Church Facilities Needed for Event:**

- 5) Describe your proposed Event:**

- 6) Has this Event been done before at FGBC:**

- 7) Describe how this Event fulfills the Mission/Vision/Goals of this church:**

- 8) Estimate attendance at the Event:**

- 9) Describe the intended outcome/follow up for this Event:**

- 10) How will this Event be promoted:**

(See Other Side)

11) List any resources that will be needed for the Event:

12) What is the total estimated cost of Event: \$ _____

Breakdown of costs:

Equipment	Food/Refreshments	Prizes	Resources	Miscellaneous
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

13) Who / What group(s) will be paying for the Event:

14) What group(s) will be involved with the event? (List below--i.e. Youth, Sound, WOM, etc...). Have these groups approved their involvement?

- a)
- b)
- c)
- d)
- e)
- f)

15) What are the expectations/responsibilities of the various group(s) involved:

- a)
- b)
- c)
- d)
- e)
- f)

For Office Use Only:

1) Has this event been approved? Yes No

**2) This event has been approved by: _____
(Pastor, Church Council, Other)**

3) This event has been added to the church calendar? Yes No